



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-HRD-C

JUL 27 2006

MEMORANDUM FOR ALL US Army Installation Management Agency Personnel

SUBJECT: US Army Installation Management Agency (IMA) Policy Memorandum #22,
Bringing Positions and Employees into the Competitive Service

1. REFERENCES.

- a. 5 USC Section 3101, General Authority to Employ.
- b. 5 CFR, Parts 315 and 316, Career and Career-Conditional Employment, Temporary and Term Employment.
- c. AR 690-300, Chapter 300, Subchapter 9, Bringing Positions and Employees Into the Competitive Service, 12 August 1994.
- d. AR 215-3, Nonappropriated Funds Personnel Policy, 29 August 2003.

2. PURPOSE. To supplement DA policy and to provide the IMA processing procedures to request approval to bring positions into the competitive service and to convert the incumbents of those positions.

3. APPLICABILITY. These procedures are applicable to all appropriated and nonappropriated fund US citizen civilian employees assigned to IMA. This memorandum supersedes IMA policy memorandum #22, July 30, 2004.

4. POLICY. When a position is brought into the competitive service, the incumbent must be retained in the position and must be offered conversion to the competitive service, unless there is a compelling reason for termination, e.g. eligibility or suitability. The Administrative Assistant to the Secretary of the Army (AASA) retains the authority to approve both the bringing of positions into the competitive service and converting the incumbents of those positions.

5. PROCEDURES.

- a. The Director, IMA will seek approval from the AASA.
- b. Region Directors will review those requests initiated in their Region, and forward meritorious requests to the Director, IMA.

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c. Garrison Commanders/Garrison Managers will submit requests initiated at the garrison level to Region Directors for review.

d. The request will include a history of each position and the documentation as required by reference 1c.

e. HQIMA may request reports on specific aspects of program administration.

6. PROPONENT. The Human Resources Division is the proponent for this IMA Policy. POC is the Chief, Staffing Section at commercial (703) 602-3320 or DSN 332-3320.



JOHN A. MACDONALD
Brigadier General, USA
Director